

Tarpon River Sewer Project



Sewer Connection Information & Instructions for Contractors and Homeowners



Required Permits

Instructions & Details

Helpful Hints





City of Fort Lauderdale
PUBLIC SERVICES DEPARTMENT/CONSTRUCTION SERVICES BUREAU

Date: December 15, 1999

To: Property Owners & Plumbing Contractors

From: Ted DeSmith, Construction Services Inspection Manager

Subject: Permit requirements and instructions for Sanitary Sewer Connections

This package contains important information for property owners and plumbing contractors on requirements for obtaining a **plumbing permit** from the City of Fort Lauderdale, for abandoning your existing septic system as well as connection to the new sewer system. Along with the requirements and necessary forms, a how-to guide is included to help you install a sewer tie-in for a new sewer tap. Following is a checklist to help you obtain all necessary permits and forms to complete the project:

All new sanitary sewer connections require two mandatory permits:

1) A plumbing permit from the City of Fort Lauderdale, Building Services Division, located at 300 NW 1st Avenue.

The City of Fort Lauderdale **PLUMBING PERMIT**, under the South Florida Building Code Section 4601.5, can be obtained by a Licensed Contractor or the homeowner. (Permits are issued to homeowners of a *single family residence or duplex*, provided such plumbing work is done by the homeowner and the homeowner resides at the address where the plumbing permitted work is being performed.) A typical plumbing connection with one sewer tap and one septic tank abandonment costs approximately \$55 - \$60 for the City of Fort Lauderdale permits.

2) Permit approval from the Broward County Department of Planning and Environmental Protection (DPEP), located at 218 SW 1st Avenue in downtown Fort Lauderdale.

There are two forms (attached) that must be completed and presented to the DPEP permit counter for approval. **ALL INFORMATION ON THE FORMS MUST BE COMPLETED.** The legal description/subdivision name can be found on the property tax bill if there is no survey. The building department jurisdiction is "Fort Lauderdale" and the Wastewater treatment plant is "GTL".

In addition to the 2 required permits listed above, other forms may be required depending on the cost of the project, including:

- A Notice of Commencement, if the total cost of installing the sewer line exceeds \$2,500.
A Notice of Commencement can be obtained from Broward County Records Division, located at Broward County Governmental Center, 115 S. Andrews Avenue, Room 114. This Notice of Commencement form is attached, along with the instructions for completion and recording.
- An owner affidavit, if a homeowner applies for the plumbing permit and the total cost of installing the sewer line exceeds \$2,500. The owner will be required to sign a notarized plumbing permit application.

When the required **plumbing permit application** is submitted to the City of Fort Lauderdale, the approved **DPEP** forms must be attached and a copy of the *recorded notice of commencement* (if required) must be attached. **THE ORIGINAL RECORDED NOTICE OF COMMENCEMENT IS REQUIRED TO BE ON THE JOB SITE WHEN A PLUMBING INSPECTION IS PERFORMED.**

All required permit applications, an owner/builder form and a notice of commencement are attached for your convenience. Remember: the City of Fort Lauderdale plumbing permit and DPEP forms are required for all jobs, regardless of circumstances. The other forms may or may not be required. In addition, I have enclosed an illustration on how to make a sewer tie-in for a new sewer tap. Installation of a sewer tie-in is not overly difficult, but does require a basic understanding of plumbing principles and moderate to heavy physical activity digging the trench and making the tap. This information and instruction package should be very helpful on what needs to be done with your abandoned septic tank and how to install the new sewer line.

Please read it carefully and hopefully it will not only make the sewer line installation trouble free, but also will provide you with a trouble free sewer system in the coming years. If I can be of any assistance, feel free to call me at 761-5232 or Don Slavinski at 761-5243.

Attachments

CITY OF FORT LAUDERDALE PERMIT APPLICATION

Fax # _____

Date: _____ E-mail: _____

Applicant Type: **PLUMBING** Building Permit # N/A Plan Review # _____**Note to Applicant:** This form *must* contain all applicable information to avoid delays.

Owner's Name: _____ Phone(_____) _____

Owner's Address: _____ City _____ State _____ Zip _____

Fee Simple Titleholder's Name (If other than owner): _____

Fee Simple Titleholder's Address: _____ City _____ State _____ Zip _____

Contractor: _____

Qualifier: _____ E-mail: _____

Certificate of Competency #: _____ State Registration # (If applicable): _____

Contractor's Address: _____ City _____ State _____ Zip _____

Debris Disposal Company: _____ Phone(_____) _____

Purpose: ☐ Connect to City Sewer and Abandon Septic Tank

Job Address: _____ Present Use: _____

Subdivision: _____ Lot _____ Block _____ Zoning: _____

Job Costs by Permit Type: ☐ **PLUMBING** Job Cost \$: _____

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Fort Lauderdale. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, ETC.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning in the City of Fort Lauderdale.

WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for building improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. "NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies."

Signature: _____ Signature: _____
(Owner or Agent) (Owner or Agent)

Date: _____ Date: _____

NOTARY as to Owner or Agent_____
NOTARY as to Owner or Agent

My Commission Expires: _____ My Commission Expires: _____

INSTRUCTIONS FOR COMPLETING AND RECORDING A NOTICE OF COMMENCEMENT

Completion of Form:

- All information must be typewritten or legibly printed.
- All applicable line numbers must be completed. Items 1, 2, and 3 are always to be filled in. Items 4 through 9 are to be completed as applicable. For lengthy descriptions, attach a separate page and indicate on the form that the legal description is attached. Should line #5 apply, a photocopy of the Payment Bond must be attached to the instrument when it is recorded.
- The property owner must sign the Notice of Commencement. No one else is permitted to sign in his stead as per Florida Statute 713.13.
- The property owner must sign in the presence of a Notary Public, who must then complete the acknowledgement portion of the form and affix notary public's seal. The recording office has notary service available, but the owner must come in person to the office if such is required. Official photo identification such as a current driver's license or other government-issued photo identification must be presented to the notary. The charge for notarization is \$1.00 per document.
- At the bottom of the form, type or print the name and address of the party to whom the recorded Notice is to be returned.

Recording Information:

- Prepare a self-addressed, stamped envelope with the name and address shown at the bottom of the Notice. This is required for walk-ins as well as mail customers.
- Count the total number of pages in the document. Fees are \$6.00 for the first page and \$4.50 for each additional page of the same document.
- Your document takes about three weeks to process and return. Should you require a certified copy to post on the job, then include \$1.00 per page of the document plus an additional \$1.00 for certification. If you are mailing your document for recording, then you should prepare an additional self-addressed, stamped envelope for the certified copy to be sent to you. If you need the certified copy right away, you should go in person to the recording office.
- Make your check payable to the “Board of County Commissioners” according to the fees as set out above. If you are recording in person and are unsure of the fees, please wait until you get to the recording office to complete your check.
- Walk-In address: Broward County Governmental Center
115 South Andrews Avenue, Room #114
- Hours of Operation: 8:30am to 4:30pm, Monday, Tuesday, Thursday and Friday
8:30am to 12:00pm Wednesday (closed after 12 noon)
- Telephone: (954) 357-7281
- Mailing Address: County Records Division, Recording Section
Post Office Box 14668
Fort Lauderdale, FL 33302

Name: _____
Address: _____
Permit # _____ Folio # _____

NOTICE OF COMMENCEMENT

State of Florida
County of Broward

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement:

1. Property Legal Description: ☐ Lot ☐ Unit _____ ☐ Block ☐ Bldg _____
Subdivision/Condominium _____
2. General Description of Improvement: _____

3. Property Owner Name: _____
Mailing Address: _____
and Interest in Property: _____
Name/Mailing Address of Fee Simple Title Holder If Other Than Owner: _____
4. Contractor Name: _____
Contractor Address: _____
Telephone & Fax: _____
5. If Surety Bond*, Name: _____
Address/Amount: _____
Telephone & Fax: _____
**Copy of bond must be attached to this Notice at time of recording.*
6. Lender Name: _____
Address: _____
Telephone & Fax: _____
7. Persons within the State of Florida (names and addresses) designated by property owner upon whom Notices or other documents may be served as provided by Section 713.13(1)(A)7., Florida Statutes:
Name: _____
Address: _____
Telephone: _____
8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided by Section 713.13(1)(A)7., Florida Statutes:
Name: _____
Address: _____
Telephone & Fax: _____
9. Expiration Date* of this Notice: _____
**Expires one year from date recorded, unless otherwise noted.*

Owner Signature: _____

Owner Signature: _____

Printed Name: _____

Printed Name: _____

Sworn to and subscribed before me this
_____ day of _____, 20____

(Notary Public)
My Commission Expires _____

Space reserved for use of the recording office.

OWNER BUILDER PERMIT AFFIDAVIT FORM

State of Florida
County of Broward
City of Fort Lauderdale

Under certain circumstances, as described below, owners of property may be exempt from contractor qualification and certification requirements. To qualify for such an exemption, an owner must personally appear and be provided with a DISCLOSURE STATEMENT, and must personally sign the building permit. If you build or improve a duplex, you must live in one of the units. If the work is on a commercial building, it must be a freestanding building, (i.e., not a strip center).

DISCLOSURE STATEMENT

State law requires construction to be done by licensed contracbrs. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor even though you do not have a license. You must supervise the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building at a cost of \$25,000 or less. The building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease a building you have built yourself within one (1) year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. It is your responsibility to make sure that people employed by you have licenses required bystate law and by county or municipal licensing ordinances. Any person working on your building who is not licensed must work under your supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared: _____
Who, upon first being duly sworn, deposes and says:

I, _____
am the legal owner of the following described property:

Subdivision or Acreage: _____

Block _____ Lot(s) _____

AKA _____

I am applying for a building permit pursuant to the Owner Builder Exemption as set forth in Florida Statute Section 489.103 and Broward County Code Section 9-26.

I hereby acknowledge that I have read the above DISCLOSURE STATEMENT, and that I comply with all the requirements for the issuance of an owner builder permit.

Further, affiant sayeth not.

Property Owner

Sworn to and subscribed before me this

_____ day of _____, 20____

Notary Public

My Commission Expires: _____



Board of County Commissioners, Broward County, Florida
Department of Planning and Environmental Protection
LAND USE AND PERMIT DIVISION
218 S.W. 1st Avenue
Fort Lauderdale, FL 33301
(954) 519-1250

INFORMATION FOR APPROVAL

No. _____

Owner (or agent) _____ Phone No. () _____

Mailing address _____

Approval Type: ~ Septic Tank Conversion ~ Addition ~ SWM ~ LUPD Review

Brief description of project: _____

PROJECT DATA

1. Legal description/subdivision name _____

2. Lot _____ Block _____

3. Project address _____

(Street)

(City)

(State)

(Zip)

4. Building department jurisdiction _____

5. Name of wastewater treatment plant _____

6. Will the project involve the removal or relocation of any trees? ~ YES ~ NO

TYPE OF STRUCTURE

~ Single family home	Total no. units _____	Total no. of bedrooms _____
~ Duplex/triplex/fourplex	Total no. units _____	Total no. of bedrooms _____
~ Multi family	Total no. units _____	Total no. of bedrooms _____
~ Hotel/Motel	Total no. units _____	Total no. of bedrooms _____
~ Mobile home	Total no. units _____	Total no. of bedrooms _____
~ Office building	Net floor space (Sq. Ft.) _____	
~ Retail store	Net floor space (Sq. Ft.) _____	
~ Warehouse	Net floor space (Sq. Ft.) _____	
~ Restaurant	Number of seats _____	
~ Other _____		

CERTIFICATION

I hereby attest and certify the above supplied information is accurate and complete as it pertains to the construction to be undertaken in accordance with the plans herein submitted, and acknowledge any change in construction plans affecting information listed hereon or use of the project shall require a new submission. I further attest that the site will not require a closure by any government regulatory agency.

Signed _____ Date _____

(Owner or authorized representative)

Name and title (print) _____

FALSIFICATION OF THIS APPLICATION SHALL BE GROUNDS FOR DENIAL OR REVOCATION

TO BE COMPLETED BY DPEP: Ind. review required? ~ YES ~ NO Est. Wastewater flow _____

Processed by _____ Date _____ Approved: ~ YES ~ NO

Wetlands _____ Tree preservation _____ D&F _____ SWM _____

Air _____ HD Rev date _____ Enf _____ Water Res _____

Site Id _____ HM _____ Wellfield _____ EDI/EA _____ ST _____



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PLAN SUBSTITUTION FORM

Applicant Information:

Name _____ Phone # _____

Address _____

Legal Description:

Lot _____ Block _____ Subdivision Name _____

Project Information:

Name of Development _____

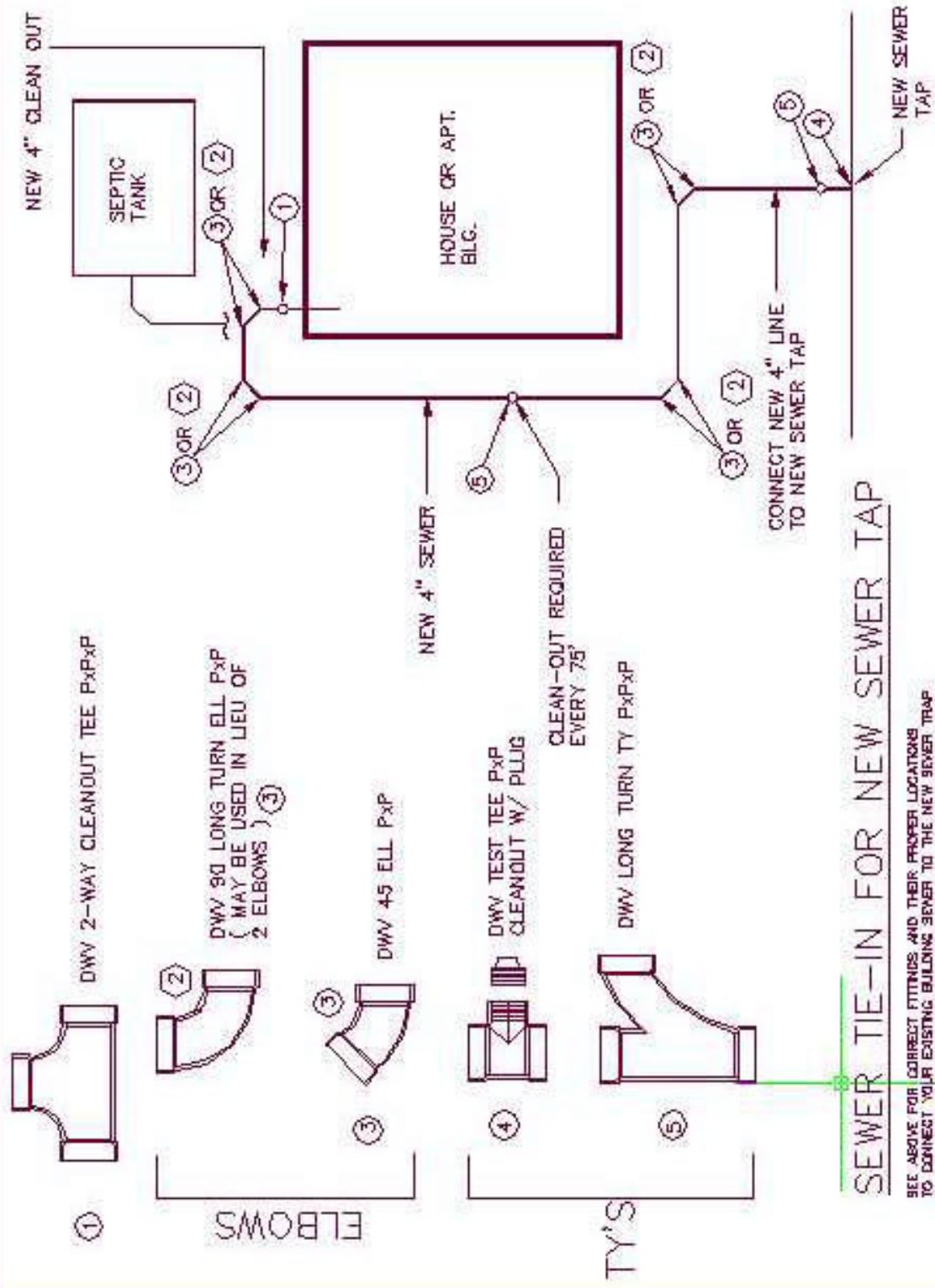
Address _____
Street City Zip

Number of bedrooms _____ Number of bathrooms _____ Date of expected occupancy _____

Model Name _____ Building # _____ Number of living units _____

NOT VALID UNLESS SIGNED AND STAMPED BY DPEP

**THIS APPROVAL IS SPECIFIC FOR THE LOT AND MODEL LISTED ABOVE
ANY CHANGE IN MODEL, LOT, NUMBER OF BEDROOMS OR MODIFICATION
OF THE APPROVED MASTER PLAN WILL REQUIRE A NEW APPROVAL**



Sewer Connection Instructions

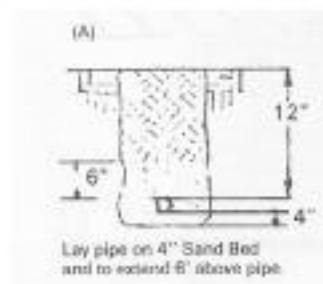
The following steps and inspections are required for connecting a building sewer to the new sewer tap:

1. Find the location of building sewer line, it comes from under the building and connects to the septic tank. It may be easier to locate the septic tank first and then find the plumbing drain line going into the septic tank. Once you have located the plumbing line you can determine where you want to cut the line going into the tank and reroute to the new sewer lateral. The sewer lateral location should be marked by a small concrete slab and a metal plate. This would be at the property line either in the alley or on the street side of your property. If no location is marked, contact the PUBLIC SERVICE DEPARTMENT-CUSTOMER SERVICE at 771-0880 and ask for a sewer location.
2. Before digging at the property line, to locate the sewer lateral you should contact Sunshine Locator at 1-800-432-4770. They will provide the free service of locating buried cables, electric lines and other utilities that may be underground on or near your property. Once the locator has provided you with the correct locations of the various utilities, you may begin digging at the sewer lateral location and find the connection point (somewhere between 3' and 5' in depth). Once the depth of both pipes has been determined you can begin digging from the septic tank pipe location. You will need to excavate deep enough to ensure a minimum of 12 inches of cover will be provided over the new sewer line. A minimum of 1/16" per foot fall (*for every 16 feet of pipe installed, there is 1 inch of downward slope*) on all the pipe is required to the point of connection to the sewer tap. **See detail (A) for starting depth of ditch and installation requirements for sewer line.** (The starting depth of digging needs to be a minimum of 16" from finish grade, providing there is 4" of sand below where the 4" sewer pipe will be placed. After the installation of the sewer pipe, a minimum of 12" of fill is required to be installed above the sewer pipe. The first 6" above the sewer pipe must be sand.)
3. After digging the trench for pipe, begin installation of pipe and fittings (min. 1/16" per foot fall). Always use PVC cleaner and glue for PVC connections. See attached page for correct fittings and proper locations. Be sure to use proper adapters when going from dissimilar pipes (i.e. PVC, cast iron, etc.).
4. A **4" 2-way cleanout tee (1)** is required within 5 feet of the building (near septic tank location). From here a **4" cleanout** is required to be installed every 75'. At the connection to the City's sewer tap, a **4" test tee (4)** is required first, then install a **4" long turn TY (5)**. **All cleanouts and TY's are required to extend up to finish grade with a threaded plug for easy access.** Cleanouts installed in vehicular traffic paved areas shall be protected from breakage by use of cleanout box with metal lid (valve box).

- 5.** Once the installation is complete, a water test is required to test for leaks. Install a Test Ball in the **Test Tee (4)**, (see detail B) and one on the downstream side of the **2-way cleanout tee (1)**. At any TY (5) fitting, extend the 4" pipe vertically 5' above the highest part of the horizontal sewer line and with a hose, fill the new sewer line up 5' high with water for the required test and inspection. Call 761-5191 for inspection. Have all pipe and fittings exposed and full of water for the Inspector. **After the inspection has been approved, remove test ball from system and cover pipe with clean fill (see detail A).**

NOTE: AFTER SEWER SYSTEM IS CONNECTED, THE SEPTIC TANK IS REQUIRED TO BE ABANDONED. THE TANK NEEDS TO BE PUMPED OUT (YOU MAY WANT TO CONTACT A SEPTIC COMPANY TO PROVIDE THIS SERVICE), A HOLE KNOCKED IN THE BOTTOM AND FILLED WITH SAND. VERIFICATION OF THE ABANDONMENT IS REQUIRED FOR THE PLUMBING INSPECTOR TO APPROVE THE FINAL PLUMBING PERMIT.

Detail A



Detail B

INFLATABLE RUBBER TEST BALLS



TEST TEE & TEST BALL

